

# Rhode Island Department of Education Data Collection Specifications – Personnel Assignment Submission



Last Updated on September 1, 2014

## About

*Personnel Assignment Submission* data includes data describing each assignment for all staff members that are currently employed in districts and schools.

## Requirements

The *Personnel Assignment Submission (PAS)* is a submission that LEAs began reporting to RIDE in the 2012-13 school year. *Personnel Assignment* data should be submitted at the beginning of the year and kept up-to-date by resubmitting data as necessary due to staff changes.

## Changes for 2014-15 School Year

There are no changes for the 2014-15 school year in the data elements section. New acceptable values have been added for the program assignment and teach subject fields.

## Submission Process

*Personnel Assignment* data can be submitted through eRIDE ([www.eride.ri.gov](http://www.eride.ri.gov)) using the Personnel Data Collection. *Personnel Assignment* is a submission type within the Personnel Data Collection application. LEAs have 2 methods for completing the Personnel Assignment data requirements. LEAs can either import data files or use the application to manually enter, edit and delete records.

## Data Elements (Items in red are changes from the previous year's collection)

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
STAFFID	State Assigned Staff ID (USID)	TEXT	10	Y	A unique number or alphanumeric code assigned to a staff member by the State.
CERTIFICATIONID	Certification ID	INT		C	Rhode Island Issued Certification ID <i>[Applicable Only for Certified Educators]</i>
STAFFFIRSTNAME	Staff First Name	TEXT	50	Y	Staff First Name
STAFFLASTNAME	Staff Last Name	TEXT	50	Y	Staff Last Name
LEACODE	District Code	TEXT	2	Y	The identifier assigned to a local education agency (LEA) by the State Education Agency (SEA). Also known as the State ID.
SCHCODE	School Code	TEXT	5	Y	State Assigned School Code
LONGTERMSUB	Long Term Substitute	TEXT	1	C	Is the educator in a long-term substitute position?
STAFFTITLE	Staff Title	TEXT	255	Y	Title of Position at LEA

FEDSTAFFCATEGORY	Federal Staff Category	TEXT	20	Y	Federal Staff Category of Employee
PROGRAMASSIGNMENT	Program Assignment	TEXT	20	Y	Employee Program Assignment
TEACHSUBJECT	Teach Subject	TEXT	20	C	Subject Taught <i>[Applicable Only to School-Based Staff]</i>
LOWGRADE	Low Grade	TEXT	2	C	Lowest grade taught in this assignment <i>[Applicable Only to School-Based Staff]</i>
HIGHGRADE	High Grade	TEXT	2	C	Highest grade taught in this assignment <i>[Applicable Only to School-Based Staff]</i>
SPEDRELATEDSERVICEPERSONNEL	Related Service Personnel Title	TEXT	50	C	Title of Related Service Provider
CERTSTATUSRELATEDSVC	Related Service Personnel Certification Status	TEXT	5	C	Certification Status of Related Service Provider
LICENSESTATUSRELATEDSVC	Related Service Personnel License Status	TEXT	5	C	License Status of Related Service Provider
SPEDAGEGROUP	Special Education Age Group	TEXT	5	C	IDEA age group served in assignment (3 to 5; 6 to 21)
SPEDSTUDENTPERCENT	Percent Special Education Students	DECIMAL		C	If this assignment includes both students with and without disabilities, what percent of the assignment services students with disabilities?
PARAQUALSTATUS	Paraprofessional Qualification Status	TEXT	10	C	Is the paraprofessional classified as qualified for their assignment?
NUMYEARSPerm	Permanent Position For 1 Year	TEXT	1	C	Has the teacher been employed in a permanent position in or out-of-state for one year or more? <i>[Applicable Only for Certified Educators]</i>
TIME IN ASSIGNMENT	Time in Assignment	DECIMAL		Y	Full-time equivalent of the staff's time for this assignment?
ASSIGNMENTSTARTDATE	Assignment Start Date	DATE		Y	Assignment Start Date
ASSIGNMENTENDDATE	Assignment End Date	DATE		C	Assignment End Date
ASSIGNMENTENDDATEREASON	Assignment End Date Reason	TEXT	4	C	Assignment Exit Reason
NUMBERDAYSWORKED	Number of Days Worked	INT		C	Number of days this staff member actually worked during the school year
CONTRACTUALDAYS	Number of Contractual Days	INT		Y	Number of contractual days for this assignment
CERTINUSE	Certification In Use	TEXT	10	C	Educator's certification area in use for this assignment <i>[Applicable Only for Certified Educators]</i>

#### ***Acceptable Values for FEDSTAFFCATEGORY***

OTHSUP	All Other Support Staff
ELMGUI	Elementary School counselors

ELMTCH	Elementary Teachers
CORSUP	Instructional Coordinators and Supervisors to the Staff
KGTCH	Kindergarten Teachers
LEASUP	LEA administrative support staff
LEAADM	LEA administrators
LIBSPE	Librarians/media specialists
LIBSUP	Library/media support staff
PARA	Paraprofessional/instructional aides
PKTCH	Pre-Kindergarten Teachers
SCHSUP	School administrative support staff
SCHADM	School administrators
GUI	School counselors
SECGUI	Secondary School counselors
SECTCH	Secondary Teachers
STUSUP	Student support services staff
UGTCH	Ungraded Teachers

#### ***Acceptable Values for PROGRAMASSIGNMENT***

ADPHYS	Adapted Physical Education
ADMINCURR	Administrator of Curriculum & Instruction
ADMINSPED	Administrator of Special Education
ATHCOACH	Athletic Coach
BDL	Bilingual and Dual Education (Title III)
ADMINBUILD	Building Level Administrator
CTE	Career and Technical Education
DEAF	Deaf and Hard of Hearing
DEAN	Dean of Students
DEPTCHAIR	Department Chair Person
ESLCOORD	English as a Second Language (Title III) Coordinator
ESLSPEC	English as a Second Language Specialist/Consultant
ESL	English-as-a-Second Language (Title III)
GENED	General Education
GENEDPARA	General Education Paraprofessional
GIFT	Gifted & Talented Coordinator

INDUCT	Induction Coaches
LITCOACH	Literacy Coach
MATHCOACH	Mathematics Coach
MATHSPEC	Mathematics Specialist/Consultant
NONCERT	Non-Certified Program Assignment
OTHERLEA	Other LEA Admin
PBGR	PBGR Coordinator
PBIS	PBIS Coordinator
PHYSICAL	Physically Impaired/Multi-Disabled
PDLEARN	Professional Development and Learning
READSPEC	Reading Specialist/Consultant
SCHBUSADMIN	School Business Administrator
COUNSEL	School Counselor
NURSE	School Nurse Teacher
PSY	School Psychologist
SSW	School Social Worker
SEVERE	Severe Intellectual Disability
SPED	Special Education
SPEDPARA	Special Education Paraprofessional
SPEECH	Speech and Language Pathologist
SUP	Superintendent of Schools
VISOR	Supervisor
VISUAL	Visually Impaired

***Acceptable Values for SPEDRELSERVPERS***

AUDIO	Audiologist
INTERPRET	Interpreters
MEDICAL	Medical Service Staff (Certified Nursing Assistant)
NURSE	Nursing Service Staff
OCCTHERAP	Occupational Therapist
ORIENTMOBIL	Orientation and Mobility Specialists
PHYSEDTEACHER	Physical Education Teacher
PHYSTHERAP	Physical Therapist
RECTHERSPEC	Recreation and Therapeutic Specialist

COUNSELORREH	Rehabilitation counselor
COUNSELORSCH	School Counselor
SCHNURSETEACHER	School Nurse Teacher
PSYCH	School Psychologist
SOCIALWORK	School Social Worker
SPEECHPATH	Speech & Language Pathologist

#### ***Acceptable Values for SPEDAGEGROUP***

3TO5	Ages 3 to 5
6TO21	Ages 6 to 21

#### ***Acceptable Values for CERTSTATUS***

FC	Fully certified
NFC	Not fully certified

#### ***Acceptable Values for LICENSESTATUSRELATEDSVC***

FL	Fully Licensed
NFL	Not Fully Licensed

#### ***Acceptable Values for PARAQUALSTATUS***

Q	Qualified
NQ	Not qualified

#### ***Acceptable Values for ASSIGNMENTENDDATEREASON***

R01	Career Change
R02	Job movement among RI school districts
R03	Job movement within the school district
R04	Legal
R05	New position at a private school
R06	Other
R07	Performance
R08	Retained/End-of-Year
R09	Staff Reduction
R10	Retired
R11	Substitute Teacher
R12	Suspended-English Competency
R13	Suspended-Other

*Acceptable Values for TEACHSUBJECT*

AGR	Agriculture
ART	Art
ARTSUP	Art Supervisor
BDLAG	Bilingual-AG
BDLEC	Bilingual-EC
BDLEG	Bilingual-EG
BDLMG	Bilingual-MG
BDLSG	Bilingual-SG
BUSED	Business Education
COMPUTER	Computer
DANCE	Dance
ECED	Early Childhood Education
ECELA	Early Childhood ELA
ECMATH	Early Childhood Math
ECSCI	Early Childhood Science
ECSOC	Early Childhood Social Studies
ELASUP	ELA Supervisor
EGED	Elementary Education, 1-6
EGELA	Elementary ELA, 1-6
EGMATH	Elementary Math, 1-6
EGSCI	Elementary Science, 1-6
EGSOC	Elementary Social Studies, 1-6
ESLAG	English as a Second Language AG
ESLEC	English as a Second Language-EC
ESLEG	English as a Second Language-EG
ESLMG	English as a Second Language-MG
ESLSG	English as a Second Language-SG
ESLSPEC	ESL-Specialist
FAMCONSCI	Family Consumer Science
GUIDE	Guidance Supervisor
HEALTH	Health
HEALTHSUP	Health Supervisor

HEALTHNURSE	Health-School Nurse
HOMEC	Home Economics Supervisor
LIBMED	Library Media
LIBSUP	Library Supervisor
MATHSUP	Math Supervisor
MEDCOMM	Media Comm
MGELA	MG-ELA
MGMATH	MG-Math
MGSCI	MG-Science
MGSOC	MG-Social Studies
MUS	Music
MUSUP	Music Supervisor
NA	NA
PHYSED	Physical Education
PHYSEDSUP	Physical Education Supervisor
READSUP	Reading Supervisor
SCISUP	Science Supervisor
BIO	SG-Biology
CHEM	SG-Chemistry
SGCTEADVDES	SG-CTE Advertising & Design
SGCTEAIRCONDREF	SG-CTE AirConditioning & Refridgeration
SGCTEARCHDRAFT	SG-CTE Architectural Drafting
SGCTEAUTOBODREP	SG-CTE Auto Body Repair
SGCTEAUTOMECH	SG-CTE Auto Mechanics
SGCTEBUILDCONST	SG-CTE Building Construction Trades
SGCTEBUILDTRADMAIN	SG-CTE Building Trades Maintenance
SGCTECABMAKMILL	SG-CTE Cabinet Making & Millwork
SGCTECARP	SG-CTE Carpentry
SGCTECOMPTECH	SG-CTE ComputerT echnology
SGCTECOSME	SG-CTE Cosmetology
SGCTECRIMJUST	SG-CTE Criminal Justice
SGCTEDRAFTOCCUP	SG-CTE Drafting Occupations
SGCTEDRESSMAK	SG-CTE Dressmaking

SGCTEECSTUDPROG	SG-CTE Early Childhood Studies Program
SGCTEELECINSTALL	SG-CTE Electrical Installation
SGCTEELECCOMM	SG-CTE Electronics Communication
SGCTEELECTECH	SG-CTE Electronics Technology
SGCTEGRAPHARTS	SG-CTE Graphic Arts
SGCTEHEALTHOCCUP	SG-CTE Health Occupations
SGCTEHOTELHOSPMANAG	SG-CTE Hotel Hospitality Management
SGCTEMACHDRAFT	SG-CTE Machine Drafting
SGCTEMACHMETAL	SG-CTE Machine Metal
SGCTEMACHTRADES	SG-CTE Machine Trades
SGCTEOFFOCCUP	SG-CTE Office Occupations
SGCTEOTHER	SG-CTE Other
SGCTEPLUMPHEAT	SG-CTE Plumbing & Heating
SGCTEPRINT	SG-CTE Printing
SGCTEQUANTFOODPREP	SG-CTE Quantity Food Preparation
SGCTESHEETMETAL	SG-CTE Sheet Metal
SGCTESMENGREPAIR	SG-CTE Small Engine Repair
SGCTETEXT	SG-CTE Textiles
SGCTEVOCBAKING	SG-CTE Vocational Baking
SGCTEWELDING	SG-CTE Welding
SGCTEWOODWORK	SG-CTE Woodworking
SGEARTH	SG-Earth Science
SGELA	SG-ELA
GENSCI	SG-General Science
SGMATH	SG-Math
SGPHIL	SG-Philosophy
SGPHYS	SG-Physical Sciences
PHY	SG-Physics
SGPSY	SG-Psychology
SGSOC	SG-Social Studies
SOCSUP	Social Studies Supervisor
SPEDART	Special Education-Art
SPEDBIO	Special Education-Biology



SPEDCHEM	Special Education-Chemistry
SPEDDANCE	Special Education-Dance
SPEDEC	Special Education-EC
SPEDEG	Special Education-EG
SPEDELA	Special Education-ELA
SPEDGENSCI	Special Education-General Science
SPEDMATH	Special Education-Mathematics
SPEDMG	Special Education-MG
SPEDMUSIC	Special Education-Music
SPEDPHY	Special Education-Physics
SPEDREAD	Special Education-Reading
SPEDSG	Special Education-SG
SPEDSOCSCI	Special Education-Social Studies
SPEDTHEATRE	Special Education-Theatre
SPEDWORLDLANG	Special Education-World Language
TECH	Technology Education
THEA	Theatre
WLCHIN	World Language-Chinese
WLFREN	World Language-French
WLITAL	World Language-Italian
WLLAT	World Language-Latin
WLPORT	World Language-Portuguese
WLSpan	World Language-Spanish

### **Validations**

**STAFFID** – This field must be a valid id in the state staff id system.

**CERTIFICATIONID** – This field must be a valid id for a certified educator.

**LEACODE** – This field must be a valid LEA in the RIDE master directory and must also be the district associated with the user that is submitting the data.

**SCHCODE** – This field must be a valid school in the RIDE master directory and must also be a school within the **LEACODE**.

*STAFFFIRSTNAME* – This field must match the first name that is available in the certification database.

*LOWGRADE*– This field must be equal to or less than the value submitted for *HIGHGRADE*.

*LOWGRADE* – This field is required when the *FEDSTAFFCATEGORY* is Pre-Kindergarten Teachers, Kindergarten Teachers, Elementary Teachers, Secondary Teachers, Ungraded Teachers or Paraprofessional/instructional aides.

*HIGHGRADE*– This field must be equal to or greater than the value submitted for *LOWGRADE*.

*HIGHGRADE* – This field is required when the *FEDSTAFFCATEGORY* is Pre-Kindergarten Teachers, Kindergarten Teachers, Elementary Teachers, Secondary Teachers, Ungraded Teachers or Paraprofessional/instructional aides.

*TIMEINASSIGNMENT*- This field must be a valid decimal between 0.01 and 1.00.

*ASSIGNMENTSTARTDATE* – This field must be a valid date and must be greater than or equal to the first day of school and less than or equal to the last day of school.

*ASSIGNMENTENDDATE* – This field must be a valid date and must be greater than or equal to the first day of school and less than or equal to the last day of school.

*ASSIGNMENTENDDATE /ASSIGNMENTENDDATEREASON* – When *ASSIGNMENTENDDATE* is entered, *ASSIGNMENTENDDATEREASON* must be entered

*ASSIGNMENTSTARTDATE /ASSIGNMENTENDDATE*– *ASSIGNMENTSTARTDATE* must less than *ASSIGNMENTENDDATE*.

*ASSIGNMENTENDDATE/ASSIGNMENTSTARTDATE*– *ASSIGNMENTENDDATE* must greater than *ASSIGNMENTSTARTDATE*.

*NUMBEROFDAYSWORKED* – This field must be a valid number and must be between 1 and 260.

*CONTRACTUALDAYS* – This field must be a valid number and must be between 1 and 260.

*NUMBEROFDAYSWORKED /CONTRACTUALDAYS* – *NUMBEROFDAYSWORKED* must be less than or equal to *CONTRACTUALDAYS*.

*CERTSTATUSRELATEDSVC*– This field is required when *SPEDRELATEDSERVICEPERSONNEL* is SPEECHPATH, PSYCH, PHYSEDTEACHER, MEDICAL or COUNSELORSCH.

*LICENSESTATUSRELATEDSVC*– This field is required when *SPEDRELATEDSERVICEPERSONNEL* is AUDIO, INTERPRET, OCCTHERAP, PHYSTHERAP, NURSE, SOCIALWORK or SCHNURSETEACHER.

*SPEDAGEGROUP* – This field is required when *PROGRAMASSIGNMENT* is Deaf and Hard of Hearing, Special Education, Severe Intellectual Disability, or Visually Impaired.

*SPEDSTUDENTPERCENT* – When applicable, this field must be a valid number between 1 and 100.

*SPEDSTUDENTPERCENT* – This field is required when *PROGRAMASSIGNMENT* is (Deaf and Hard of Hearing, Special Education, Severe Intellectual Disability, or Visually Impaired) AND *FEDSTAFFCATEGORY* is one of the following: Pre-Kindergarten Teachers, Kindergarten Teachers, Elementary Teachers, Secondary Teachers, Ungraded Teachers, Paraprofessional/instructional aides.

*SPEDSTUDENTPERCENT* – This field is required when *SPEDRELATEDSERVICEPERSONNEL* is not blank.

*SPEDRELATEDSERVICEPERSONNEL* – This field is required when *PROGRAMASSIGNMENT* is 'Special Education' and *FEDSTAFFCATEGORY* is Pre-Kindergarten Teachers, Kindergarten Teachers, Elementary Teachers, Secondary Teachers or Ungraded Teachers.

*PARAQUALSTATUS* – This field is required when *FEDSTAFFCATEGORY* is Paraprofessional/instructional aides.